NAVRESCENGLENSFALLSNOTE 5230
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NAVRESCEN GLENS FALLS NOTICE 5230

Subj: AUTOMATED INFORMATION SYSTEMS (AIS) CONTINGENCY PLAN

Ref: (a) NAVRESREDCOMREG ONE INST 5239.1D

1. Purpose. To issue a Contingency Plan (CP) for Naval Reserve Center Glens Falls Automated Information System (AIS) equipment per reference (a). The off-site computer facility closest to NRC Glens Falls would be N&MCRC Albany, New York. If some microcomputer assets survive the incident, this plan can be implemented although more than 50% loss would require additional hardware to be made available.

2. Scope. Many situations can impact the operation of microcomputer systems. These threats are normally caused by either environmental influences or internal system abnormalities. Risk assessment indicates that most AIS emergency situations would be caused by environmental problems such as fire, flood or natural disaster. The primary environmental concerns at this activity, in regard to this CP, are fire, water damage, or any other natural disasters resulting in damage to microcomputer systems which would require extensive restoration.

3. Objectives. The CP objective is to provide a method of equipping fresh hardware (i.e. hardware WITHOUT the required software installed), at a site determined by conditions, with the software and data to continue critical, and where possible essential, Naval Reserve Center Glens Falls AIS functions.

4. Planning Assumptions. This CP has two assumptions:

 a. Critical and essential AIS hardware is backed up.

 b. Sufficient hardware is available:

  (1) For each critical function, hardware requirements include:

   (a) 80486 processor or higher, at least 4 MB of RAM, at least 50 MB or hard drive storage, at least one floppy disk drive, and DOS 6.20 or higher.

   (b) One monitor

   (c) One ALPS P2000G or HP Laser Jet compatible printer.

(d) One modem.

(2) Each set of essential functions would require an additional set of hardware.

5. <u>Action.</u> To ensure an effective CP exists, all AIS will be classified as either critical, essential, or other data. Backup and transfer of backup tapes is explained below. Critical and essential data from NSIPS and Naval Supply programs should be made at the end of each day that these systems are used. Each of these software packages includes an internal backup program to backup the data that is stored on these systems.

a. **CRITICAL DATA** - Data which Naval Reserve Center Glens Falls <u>could not</u> function without. At a minimum, the following critical AIS will maintain a monthly tape backup off-site:

NSIPS	Personnel Office	M00410
FASTDATA	Supply Office	M00135
RIMS (OM)	Training Office	M00371

b. **ESSENTIAL DATA** - Data which has taken a long time to develop or is one of a kind but would not prevent Naval Reserve Center Glens Falls from functioning or exists in another form (i.e. hardcopy). Essential data at Naval Reserve Center Glens Falls includes:

CEIS Database	Supply Office	M00135
RSTARS (TM)	Training Office	M00158
RSTARS (MM)	Medical Office	M00181

c. Backup/Transfer of data:

(1) All critical and essential data computers will have their hard disks backed up the Friday following a drill weekend. This should be the bulk of the data input.

(2) Once a month backups will be made using the Sony StorStation tape backup machine. Each Sony tape can store up to 2 gigabytes of information, so all of these AISs data should be contained on one tape.

(3) After monthly backups are made, the tape will be taken to the Naval Recruiting Station at the Northway Plaza and exchanged for the tape that is there.

d. <u>Reconstruction of Data.</u> In case of damage/destruction to onboard data processing

equipment requiring restoration of data from tape backup systems, one Sony StorStation tape backup unit will be required and the following priorities will apply:

(1) Systems will be restored in the following order:

(a) NSIPS

(b) Supply Functions (FASTDATA/CEIS)

(c) RIMS (OM)

(d) RSTARS (TM)

(2) Surviving systems will be reconfigured in the following order:

(a) RSTARS (MM)

(b) As the Gateguard requires specialized equipment, the message traffic can be routed to Naval Reserve Center Glens Falls via the Waterveliet Arsenal or N&MCRC Albany New York. This system must be reconstructed using original software due to the security level of the system. Tape backups SHALL NOT be made of this system.

(c) In the event of a partial loss of assets, computers that have sufficient hard disk storage to allow partitioning of the hard disk and allow timeshare usage with two critical and essential units on the same computer.

(3) In the event ALL computers are destroyed or damaged, arrangements have been made with N&MCRC Albany New York to utilize that commands computers.

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List A, B